

Alabama State Department of Archives and History  
Research, Extension and Reference Service  
Legislative Bulletin, No. 1

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# PRELIMINARY INDEX

TO THE

# LEGISLATIVE REFERENCE COLLECTIONS

OF THE

# DEPARTMENT

COMPILED FOR THE USE OF THE  
ALABAMA LEGISLATURE  
1915

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BY

THOMAS M. OWEN, LL. D.  
DIRECTOR

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MONTGOMERY, ALA.  
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Collected set.



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# INTRODUCTION

## LEGISLATIVE REFERENCE SERVICE

What is now popularly known as legislative reference work is being done in practically every state of the American union. The agencies for the conduct of this work vary, but in the majority of states special departments or bureaus are authorized by statute, and are given liberal support. In addition to such work in state governments, in a number of cities special reference or research bureaus have been established.

These new agencies of cooperative service were made necessary because of the difficulty experienced by legislators, and others charged with large administration, whether state or municipal, in the proper performance of their duties, without expert assistance. Legislative reference departments or bureaus, under whatever form organized, are designed in part to afford a cooperative means for keeping legislators, members of city councils and public officials, as well as students of public affairs, in touch with specific researches, sources, publications, and other materials. They serve as an information clearing house, and in hundreds of ways have demonstrated their vital place in public affairs. There was a time when a general library could meet the demand. However, with the complexities of modern life, with the vast output of laws of the general government, of forty-eight state governments, and more than a hundred important municipal governments, together with the mass of literature pouring from the press, the need of a specially equipped agency, is at once apparent.

In 1890 a special legislative reference service was organized in the New York State Library. The experiment was followed, with modifications and enlargement, by Wisconsin in 1901. With the rapid multiplication of such agencies, thousands of dollars annually are now profitably expended in their support. The amounts authorized for these vary from five thousand to thirty thousand dollars annually. Large collections of books and special materials have been assembled, and many competent workers are employed in organization. The literature on the subject of legislative reference work has grown to extensive proportions, and in 1914 Mr. John Boynton Kaiser prepared and published a valuable volume entitled *Law, Legislation and Municipal Reference Libraries* (Boston Book Co., 8vo., pp. 467.) as an introductory manual and bibliographical guide. Recognizing the value of as-

sistance to National legislators and government officials in the performance of their work, Congress for the fiscal year ending June 30, 1915, made an appropriation of twenty-five thousand dollars, to enable the Librarian of Congress to employ competent persons to prepare and compile materials, such as indexes, digests, etc., etc.

#### REFERENCE WORK AUTHORIZED IN ALABAMA

This new form of cooperative activity was authorized in Alabama by the Legislature, under act approved March 5, 1907, in which the duties of the Department of Archives and History were enlarged, as follows:

“It shall bring together and arrange for ready consultation a reference collection of materials for the use of the members of the Legislature, State officers and others on all subjects which may, from time to time, be deemed of public interest and importance to the people of the State.”

From the date of its establishment, Feb. 27, 1901, the Department had been active in meeting the reference and other needs of State legislators, officials, and the general public. At the regular sessions of the Legislature of 1903 and 1907, much was done by way of cooperation with members in their legislative labors. Although the collections of the Department were not large, current newspapers, periodicals, and the most recent State official documentary materials were much drawn upon. At the special sessions of 1907 and 1909, still further assistance was rendered, the collections in the meantime having been greatly enlarged. During the years 1909 and 1910 progress was made in assembling special materials, which were arranged in pamphlet file boxes and organized in accordance with the Dewey decimal system of library classification. The Department library, particularly in the field of sociology, had been strengthened.

This preparation, and the enlargement of the collections made the work at the regular session of 1911 so pronounced and valuable that the appropriations of the Department were increased by act of March 30, 1911, “for the further development and enlargement of the library extension work, the public reference work, and the several other activities and needs of the Department.”

With the aid of the appropriation just referred to, and through the liberal cooperation of State libraries, State offices and departments throughout the country, the historical and reference library of the Department has grown beyond all expectation. It now numbers more than one hundred thousand books and pamphlets, including an almost complete collection of U. S. Government documents, both serial and departmental

sets, as well as very full collections of State official and departmental reports.

#### PREPARATION FOR 1915 SESSION OF THE LEGISLATURE

In preparation for the assembling of the Legislature, early in 1914 extensive investigations were instituted, and continuously prosecuted, in order that the Department might adequately meet the needs of that body. These investigations included a careful examination of the current State newspapers, correspondence and interviews with public men, conferences with Senators and Representatives, as well as a general series of inquiries in the work of all recent sessions of the several State Legislatures.

At the same time the Department collections were being strengthened, not only on subjects already represented, but on all new subjects, deemed at all likely to come up for consideration. Through this means many thousand pamphlets, including separates of laws, discussions of public questions, bibliographies, clippings, special articles or papers, notes and memoranda were gathered.

In organizing these special materials, a new, and it is believed superior arrangement has been adopted, supplanting or taking the place of the pamphlet file boxes as above described. This new arrangement consists of a series of vertical file cabinets, in which are placed, in alphabetical order, behind suitable guides for main and subheadings, all special materials. These files, however, contain only a small part of the materials actually assembled in the historical and reference library of the Department.

In addition to affording a convenient and easily accessible place for all pamphlet and other minor materials, these files contain bibliographies, reading lists, and memoranda, which serve in part as a guide to the larger groups in the main collections.

The index which follows is intended to include, in one alphabet, a full list of subjects represented in these files. Through this simple form of organization, it is believed that the Department collections, for reference purposes, will be the more readily accessible to all who may have occasion to consult them. It is presented as a contribution to the materials that will be offered in our legislative reference service.

#### ORGANIZATION OF CORRESPONDENCE FILES

The correspondence and other administrative files of the Department are cared for in sections of standard vertical filing cabinets, by a numerical arrangement, in which the well-

known decimal principle of organization is adapted to the several activities of the Department.

The numbers A900-A999 are devoted to the Research, Extension and Reference Service. The legislative section is given the numbers A990-A999. Correspondence on all matters pertaining to reference service for the Legislature is filed in accordance with the outline below. This is given in full in order that the method of filing correspondence, as well as the arrangement of the collections of materials themselves may both be clearly understood.

Every number is represented by a vertical file press board guide. Under A999.2 is placed a set of State guides. In paperoid pockets, or expansible folders, are placed the publications of all other reference departments or bureaus, irrespective of sets of these publications which are filed with reference materials according to subject. Folders are used for any necessary subdivisions of subject matter.

### Correspondence File Numbers,

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A995 Information and correspondence. Alabama Officials.



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A998

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- .1 Library of Congress.
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- .4 Public Affairs Information Service.
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Where the entry is followed by the word See, with the title of the main heading, the reference is to a subheading.

Cross references to related subjects are indicated by See also.

All main headings or entries are followed by subheadings alphabetically arranged and indented.

An entry, followed by an asterisk (\*), indicates that there is no heading, but that materials on the subject may possibly be found under the particular reference given.

Press board vertical file guides are used for main headings, and manilla guides for subheadings.

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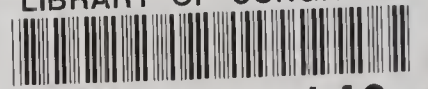








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